

Job Description & Person Specification

Role Details

Title: Admin Officer, Farnham Foodbank

Start Date: 23rd June 2026

Scope of Role: 624 Annual Hours (approx 12hpw standard) – pro-rata in year of joining.

Salary: £8760 pa

Employer: Farnham Churches Support, the operating name of Farnham Christian Community Trust Limited (abbreviated to FCCT in this document)

Reports To: Farnham Foodbank, Project Manager

Contract: Permanent Part time

Purpose

To support the Project Manager with the running of a busy Trussell affiliated Foodbank based in Farnham on behalf of FCCT and the churches of the town.

This job description reflects the overall scope and responsibilities of the role. However, it is not an exhaustive list and the job holder is expected to undertake any other reasonable duties that might be requested and relevant to the role. All jobs change or evolve over time to meet organisational or departmental needs and this job description will therefore be subject to periodic review and change if required.

Farnham Foodbank (FFB) is an inter-church project working within guidance issued by Trussell, Unit 9 Ashfield Trading Estate, Ashfield Road, Salisbury, Wiltshire SP2 7HL. A Charity registered in England & Wales No.1110522.

Scope

- This is a partly flexible role equivalent to 12 hours per week; however, role responsibilities may require the post holder to manage their hours around seasonal requirements. Overtime of approx. 2 hours a week may be authorised for the busy 8 week period around Harvest and Christmas.
- Working hours are Tuesdays & Wednesdays 9.00-12:30, based in the office; and Fridays 9.30am-12:30pm, at Church House or from home, depending on need. The remaining 2 hours to be worked from home or depending on need.
- FCCT will make an employer pension contribution in line with current statutory legislation
- The role benefits from 67 hours paid holiday per annum (calculated on the FTE statutory minimum of 28 days inclusive of bank holidays) – pro-rata in year of joining.
- The post holder will work from various locations in Farnham and can claim reasonable expenses
- A satisfactory DBS check and provision of two references are a condition of employment.

Specific Responsibilities

General Administrator

- Monitoring the Foodbank mobile phone and info@ emails, passing details to relevant parties if required
- Website: Ensure FFB website is kept up to date. To be involved with social media accounts
- Marketing: Ensure marketing materials are up to date for distribution centers and events
- Regularly meet and report any updates with the Project Manager weekly
- Provide general admin assistance to staff team
- Finances - Pay monthly invoices eg Veg Box Company
- Assist Project Manager with recording and banking financial donations
- Complete volunteer registration process on Charity Suite and assist with volunteer training

Office operations

- Monitoring and ordering office supplies. Ensuring good relationships with suppliers.
- Organise storage of office items.
- Maintenance of equipment according to service contracts.
- Liaise with council on maintenance issues in conjunction with the Warehouse Manager

Data, Digital Systems & Admin Support

- Maintain Trussell Data Collection System (DCS)
- Create and maintain workbooks (in Google or Excel) including special projects (Harvest & Christmas)
- Maintain records held in Charity Suite across key areas
- Admin support – take minutes at staff meetings, gather data for upcoming meetings

Referral Coordination

- Cover for Community Connector in their absence to coordinate vouchers and packing
- Maintain up-to-date contact information for referral agencies, share relevant service updates
- To have a good knowledge of the services our Agencies provide
- To regularly share updated Foodbank information and procedures with Agencies.
- To maintain good relationships with our agencies
- Assist in organising referral agency events

Health, Safety & Governance

- Assist Project Manager in maintaining Risk Assessment records and Risk Register
- Audit preparations
- Maintain incident records, ensure first aid kits are up to date at all venues and help promote a safe working environment.
- Together with the Project Manager, ensure policies and procedures are maintained in the shared drive
- Act as Deputy Safeguarding Officer
- Ensure that record maintenance is GDPR compliant

Events

- Support key events such as Harvest and Christmas by assisting the Warehouse Manager with planning, administration and logistics.

Personal Attributes for the Role

- Honesty and integrity
- Good communicator
- Able to shoulder responsibility
- Empathy and ability to work with people from disadvantaged or socially excluded backgrounds
- Personable, flexible and ready to help out when things get busy
- Strong interpersonal skills
- Manage people well
- Ability to work as part of a team
- Ability to maintain confidentiality
- Passionate about tackling food poverty
- Supports the Christian ethos and values of FCCT
- Sensitivity to different churchmanship (Volunteers and staff come from different churches)

Experience and Knowledge for the Role

Essential

- Strong organisational skills, highly efficient, good attention to details
- Able to work effectively alone or as part of a team
- Full driving licence and own transport is essential

Desirable

- An understanding of the charity sector and benefit system
- Experience of Google Docs or Excel and an understanding of Charity/Church Suite
- Grant applications and fundraising strategy
- Working in a faith or multi-faith setting
- Working in a fast-paced environment

Training provided

- Induction and on the job training
- Safeguarding
- IT (as required)
- Health & Safety, Environmental & Manual Handling
- GDPR
- Food Hygiene

Farnham Foodbank is founded on Christian principles. Not every member of the team is a Christian, but we all subscribe to the same values and hope that new team members will too